

Annual Assessment Report

Fiscal Year 2012



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ACRONYMS

APP	Annual Performance Plan
CAS	Contractor Assurance System
DDFO	Deputy Director for Field Operations
ES&H	Environment, Safety, and Health
FY	Fiscal Year
HQ	Headquarters
IDP	Individual Development Plan
ISC	Integrated Service Center
JSA	Jefferson Science Associates, LLC
PEMP	Performance Evaluation and Measurement Plan
SC	Office of Science
SCMS	Office of Science Management System
SOPP	Standard Operating Plans and Procedures
TEDF	Technology and Engineering Development Facility
TJSO	Thomas Jefferson Site Office

INTRODUCTION

The purpose of this Thomas Jefferson Site Office (TJSO) Annual Assessment Report is to provide an assessment of Site Office performance against each of the goals and objectives established for Fiscal Year (FY) 2012. Any FY 2012 major areas of concern and associated corrective actions are included, as well as noteworthy accomplishments and challenges anticipated for FY 2013.

APPENDIX A
FY 2012 KEY OBJECTIVES, PERFORMANCE
MEASURES, TARGETS, AND RESULTS

FY 2012 KEY OBJECTIVES, PERFORMANCE MEASURES, TARGETS, AND RESULTS

Table 1 – Thomas Jefferson Site Office (TJSO) Fiscal Year (FY) 2012 Performance Assessment

Objective Number	Objective	Measure Number	Measure	Target	Assessment
1.1	Focus on requirements-based work and eliminate inherently non-government type activities, and streamline processes to increase efficiency and productivity.	1.1.1	Identify and implement ways to streamline and take non-value-added work out of Lab and Site Office transactional processes	9/30/12	Completed 9/30/12 5 specific transaction reductions identified and implemented by Site Office.
1.2	Develop the Federal workforce via available means, including as appropriate, Individual Development Plans, training and developmental assignments.	1.2.1	Use the limited training budget to ensure adequate training and development so that the TJSO staff members have the required skills to perform their assignments and to maintain necessary qualifications.	9/30/12	Completed 9/30/12 All IDPs reviewed and updated. One staff member worked a detail assignment to NP at HQ.
		1.2.2	Implement TJSO Technical Qualification Program for identified positions and assigned responsibilities; and maintain personnel technical qualifications.	9/30/12	Completed 9/30/12
1.3	Use Workforce Optimization to increase efficiency/effectiveness of Contractor/Federal staff.	1.3.1	Issue the FY 2012 Annual Performance Plan, incorporating DDFO goals and Objectives.	10/1/11	Completed 9/28/11

Objective Number	Objective	Measure Number	Measure	Target	Assessment
		1.3.2	Issue the FY 2011 Annual Assessment Report	11/11/11	Completed 10/21/11
		1.3.3	Submit the FY 2014 Program Direction budget request and justification.	6/1/12	Completed 2/14/12
2.1	Maintain a continued vigilance on safety to improve the Laboratory Performance.	2.1.1	Ensure Integrated Assessment Schedule is carried out incorporating enhanced partnership concepts using a risk-based approach.	9/30/12	Completed 9/30/12 Completed 71% of reviews scheduled on IAS. Others are ongoing.
		2.1.2	Use contract provisions, CAS outcomes, oversight, and management systems to ensure compliance with contract ES&H requirements.	9/30/12	Completed 9/30/12
2.2	Continue to identify infrastructure needs and ensure ongoing projects are delivered within the established cost, schedule, and scope.	2.2.1	Evaluate and endorse the infrastructure portion of the Annual Lab Plan.	9/30/12	Completed 5/16/12
		2.2.2	Partner with the Laboratory in the completion of major milestones as identified in the 12 GeV and TEDF	9/30/12	Completed 9/30/12 TEDF CD-4a approved March 2012.

Objective Number	Objective	Measure Number	Measure	Target	Assessment
			Project Execution Plans.		
		2.2.3	Ensure, within TJSO's control, that the 12 GeV and TEDF projects adhere to cost, schedule, and performance targets.	9/30/12	Completed 9/30/12
		2.2.4	Partner with the Laboratory to identify infrastructure needs driven by DOE sustainability policy and statutory requirements.	9/30/12	Completed with Site Sustainability Plan 12/22/11
2.3	Integrate creative financing ideas for new facility needs.	2.3.1	Partner with the Laboratory to implement (if feasible) a creative financing method for the Reclaimed Water project.	9/30/12	On-going: Project is being revised based on lack of feasibility of original concept.
2.4	Continue communication improvements focused on collaboration with the research programs to understand their needs and program challenges.	2.4.1	Improve mission execution, integration of programs and operation, communications, SCMS implementation, SLI and Mission Readiness.	9/30/12	On-going
2.5	Focus on reduced response times for formal Laboratory requests and eliminate process steps wherever possible.	2.5.1	Enable the Laboratory by helping to minimize or eliminate obstacles in support of the successful completion of Notable Outcomes.	9/30/12	Completed 9/30/12
		2.5.2	Improve response times for formal Laboratory request by being proactive in coordinating with DOE organizations for approvals.	9/30/12	Completed 9/30/12

Objective Number	Objective	Measure Number	Measure	Target	Assessment
3.1	Utilize the Contractor Assurance System (CAS) as a cornerstone of the SC oversight and performance model for Laboratory Operations.	3.1.1	Incorporate CAS specific expectations into annual performance plan and appraisals for each TJSO staff member.	10/1/11	Completed 9/28/11
		3.1.2	Active participation in SC's CAS teleconferences.	9/30/12	Completed 3/19/12
		3.1.3	Work with ISC and other Site Offices for opportunities to cross-pollinate CAS lessons learned and augment the conduct of CAS effectiveness reviews at other facilities.	9/30/12	On-going
3.2	Use the Federal workforce to form a critical part of the Contractor, Parent Company, and Site Office Triangle. Continue the ongoing support for the CAS implementation process that has required resources focused effort over the past several years.	3.2.1	Support periodic CAS tri-party meetings at the line level, and senior management level.	9/30/12	Completed 3/19/12
		3.2.2	Review and approve TJSO contributions to the FY12 Integrated Assessment Schedule with the Lab to ensure sufficient balance exists between independent assessment activities and Lab self-directed assessments.	10/1/11	Completed 8/30/11

Objective Number	Objective	Measure Number	Measure	Target	Assessment
3.3	Challenging and continuous interactions with the Contractor organizations are needed to validate the reported outcomes of CAS	3.3.1	End of year PEMP evaluations of CAS are supported by clear communications, such as PEMP periodic feedback.	9/30/12	Completed 9/30/12
		3.3.2	Evaluate progress towards the CAS end state in conjunction with the Lab and JSA.	9/30/12	Completed 6/25/12
3.4	Establish expectations that require the Federal workforce to be out in the Laboratory to observe work activities and confirm CAS results.	3.4.1	Monitor transactional oversight activities, including joint walkthrough participation, through quarterly assessment status and trend summaries.	9/30/12	Completed 9/30/12
		3.4.2	TJSO management and staff get out of the office to observe work in the field.	9/30/12	Completed 9/30/12
4.1	Coordinate within SC to support data-based decision-making and to develop consistent policies and approaches.	4.1.1	Provide data as appropriate to support decision-making and policy development.	9/30/12	On-going Timely responses provided on numerous HQ data calls on various topics including travel, conferences, vehicles, insurance, international collaborating, and Lawsuits.
		4.1.2	Support corporate initiatives through efforts with one of the improving mission execution outcome teams.	9/30/12	Completed 9/30/12 Supported the Integrated Management System Team at HQ.
		4.1.3	Implement changes from SC Headquarters based upon the decisions made regarding the NLDC list of potentially burdensome policies and Directives.	9/30/12	Completed 12/30/11

Objective Number	Objective	Measure Number	Measure	Target	Assessment
4.2	Continue to develop and document SCMS as the “one way” SC does business; take further steps to harmonize practices within SC.	4.2.1	Maintain effective TJSO management systems and processes by reviewing and updating SOPPs consistent with SCMS procedures and field office roles, responsibilities, authorities, and accountabilities to enable the Laboratory’s mission.	9/30/12	Completed 9/30/12 Reviewed and updated 10 SOPPs.
		4.2.2	Serve as active participants in the Office of Science SCMS review of new or modified procedures.	9/30/12	Completed 9/30/12 Contributed to SCMS modifications to Davis-Bacon procedures.
4.3	Partner across the Department to drive development of innovative policy and practices, and implement mutually beneficial and fair solutions.	4.3.1	Promote innovative planning through information sharing with other Site Offices and SC HQ Offices, helping to secure funding, and helping to minimize or remove obstacles.	9/30/12	On-going